INSTRUCTIONS FOR COMPLETING BUDGET REQUEST FORM

In accordance with the requirements of WS 16-4-104 The Department of Audit has modified the Standard Budget Form.

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1. Please follow the steps below:
   a. Download as this Excel file and save to your computer.
   b. **Begin by reading this instruction sheet and continue by inputting data on the following 9 worksheets (Tabs are along the bottom of the page).** This will automatically fill results to the "Budget Summary" sheet.
   c. Enter all required information at the bottom of this sheet (Name, FYE, Date of Hearing, Location of Hearing).
   ***** DO NOT enter data into cells shaded in gray *****
2. Choose, in the drop-down box in the upper right corner of this page, which budget ("proposed" or "final") you intend to submit at this time. ***Note: If you are preparing a proposed budget the "Final Budget" column will be blacked out. ***
3. In places you are asked to identify a specific item, please describe it in detail for proposed budget.
4. For EACH budget form prepared (Proposed or Final) you will click the submit button on the "Budget Summary" page. This will save a copy of the budget in your DOCUMENTS folder in .pdf format. The saved copy of the budget will then be submitted via email to your County Commissioners AND to the Wyoming Department of Audit at doa-pfd-web@wyo.gov.
5. If you have ANY questions, or concerns, please contact the Public Funds Division at 307-777-7798.

Helpful Tip: Certain headings have comments attached to them, which contain more detailed information regarding the section of the budget form you are about to complete. If you do not see these comments (they appear in yellow boxes to the right of the budget form) simply place the cursor over the cell and they will appear.

NOTE: The column headed "Final Approval" will not be completed until the Public Budget hearing is held. The public hearing is to be held not later than 5 days after the 3rd Thursday in July in accordance with W.S. 16-4-109(b). Or, the governing board of any special purpose district may choose to hold the budget hearing in conjunction with the county budget hearings and so advertise.

BEGIN HERE

NAME OF DISTRICT/BOARD:	South Knoll Road Improvement Distric	YOUR NAME:	Jessica Kimzey, Secretary
DISTRICT ADDRESS:	PO Box 954 Laramie, WY 82073	HEARING DATE:	16-Jun-14
DISTRICT PHONE:	(307) 755-0505	LOCATION OF HEARING:	lbany County Fairground
FYE:	6/30/2014	TIME OF HEARING:	7:00 p.m.

Proposed Budget

South Knoll Road Improvement District

NAME OF DISTRICT/BOARD

FYE 6/30/2014

SCHEDULE A

RESERVE FUNDS WORKSHEET

DATA INPUT

A-1 DEPRECIATION (REPLACEMENT) RESERVE

		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
A-1.1	Balance in Reserve Account, **beginning of budget year**				
A-1.2	Amount to be added to the reserve				
A-1.3	SUB-TOTAL	$0	$0	$0	
A-1.4	Identify the amount to be spent from "Reserve for Capital Outlay"				
	a. _____				
	b. _____				
	c. _____				
A-1.5	TOTAL CAPITAL OUTLAY (a+b+c)	$0	$0	$0	
A-1.6	(Line 3 - Line 5)	$0	$0	$0	

A-2 OTHER RESERVE

		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
A-2.1	Balance in Reserve Account, beginning of budget year				
A-2.2	Amount to be added to the reserve				
A-2.3	SUB-TOTAL	$0	$0	$0	
A-2.4	Identify the amount and project to be spent from "Other Reserves"				
	a. _____				
	b. _____				
	c. _____				
A-2.5	TOTAL OTHER RESERVE OUTLAY (a+b+c)	$0	$0	$0	
A-2.6	- Line 11)	$0	$0	$0	

A-3 EMERGENCY RESERVE (cash)

		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
A-3.1	Balance in Reserve Account, beginning of budget year				
A-3.2	Amount to be added to the reserve				
A-3.3	SUB-TOTAL	$0	$0	$0	
A-3.4	Amount to be spent from Emergency Reserve (Cash)			$0	
A-3.5	15 - Line 16)	$0	$0	$0	
A-4	***TOTAL TO BE SPENT***	$0	$0	$0	

Form approved by Department of Audit, Public Funds Division

South Knoll Road Improvement District

NAME OF DISTRICT/BOARD

FYE 6/30/2014

SCHEDULE B

ADMINISTRATION BUDGET

DATA INPUT

	ACTIVITY	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
B-1	**Personnel Services:**				
B-1.1	Administrator	$0	$0	$0	
B-1.2	Secretary	$0	$0	$0	
B-1.3	Clerical	$0	$0	$0	
B-1.4	Other (Specify)				
B-1.5					
B-1.6					
B-2	**Board Expenses:**				
B-2.1	Travel				
B-2.2	Mileage				
B-2.3	Other (Specify)				
B-2.4	Office Supplies				
B-2.5					
B-3	**Contractual Services:**				
B-3.1	Legal	$0	$0	$100	
B-3.2	Accounting/Auditing				
B-3.3	Other (Specify)				
B-3.4	Insurance Bond				
B-3.5					
B-4	**Other:**				
B-4.1	Office Supplies	$249	$1,061	$500	
B-4.2	Office equipment, rent & repair				
B-4.3	Education				
B-4.4	Registrations				
B-4.5	Other (Specify)				
B-4.6					
B-4.7					
B-5	**TOTAL ADMINISTRATION**	$249	$1,061	$600	

Form approved by Department of Audit, Public Funds Division

South Knoll Road Improvement District

NAME OF DISTRICT/BOARD

FYE 6/30/2014

SCHEDULE C

OPERATIONS BUDGET

DATA INPUT

	ACTIVITY	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
C-1	**Personnel Services:**				
C-1.1	Wages--Operations				
C-1.2	Service Contracts				
C-1.3	Other (Specify)				
C-1.4					
C-1.5					
C-2	**Travel:**				
C-2.1	Mileage				
C-2.2	Other (Specify)				
C-2.3					
C-2.4					
C-3	**Operating supplies (List):**				
C-3.1					
C-3.2					
C-3.3					
C-3.4					
C-4	**Program Services (List):**				
C-4.1					
C-4.2					
C-4.3					
C-4.4					
C-5	**Contractual Arrangements (List):**				
C-5.1	Road Maintenance	$22,636	$5,997	$20,000	
C-5.2					
C-5.3					
C-5.4					
C-6	**Other operations (Specify):**				
C-6.1					
C-6.2					
C-6.3					
C-6.4					
C-7	**TOTAL OPERATIONS**	$22,636	$5,997	$20,000	

Form approved by Department of Audit, Public Funds Division

South Knoll Road Improvement District

NAME OF DISTRICT/BOARD

FYE 6/30/2014

SCHEDULE D

INDIRECT COSTS BUDGET

DATA INPUT

	ACTIVITY	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
D-1	**Insurance**				
D-1.1	Liability	$100	$100	$100	
D-1.2	Buildings and vehicles				
D-1.3	Equipment				
D-1.4	Other (Specify)				
D-1.5	Insurance/Bond	$250	$250	$250	
D-1.6					
D-2	**Indirect payroll costs:**				
D-2.1	FICA (Social Security) taxes				
D-2.2	Workers Compensation				
D-2.3	Unemployment Taxes				
D-2.4	Retirement				
D-2.5	Health Insurance				
D-2.6	Other (Specify)				
D-3	**Depreciation Expenses**				
D-4	**TOTAL INDIRECT COSTS**	$350	$350	$350	

Form approved by Department of Audit, Public Funds Division

South Knoll Road Improvement District

NAME OF DISTRICT/BOARD

FYE

SCHEDULE E

CAPITAL OUTLAY BUDGET

DATA INPUT

	ACTIVITY	Prior Year Actual	Current Year Estimated	Proposed Budget
E-1	**Capital Outlay**			
E-1.1	Real Property			
E-1.2	Vehicles			
E-1.3	Office Equipment			
E-1.4	Other (Specify)			
E-1.5				
E-1.6				
E-2	**TOTAL CAPITAL OUTLAY**	$0	$0	$0

Form approved by Department of Audit, Public Funds Division

South Knoll Road Improvement District

NAME OF DISTRICT/BOARD

FYE 6/30/2014

SCHEDULE F

DEBT SERVICE BUDGET

DATA INPUT

		ACTIVITY	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
F-1	**Debt Service**					
F-1.1		Principal				
F-1.2		Interest				
F-1.3		Fees				
F-2	**TOTAL DEBT SERVICE**		$0	$0	$0	

Form approved by Department of Audit, Public Funds Division